



**Common Council Meeting Minutes
Tuesday, April 5, 2022, at 6:30 p.m.
Chilton City Hall – Council Chambers – Lower Level
42 School St., Chilton, WI 53014**

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both in the Council Chambers at City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that a majority of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and possibly act on the following agenda items as set forth below:

The regular meeting of the Chilton Common Council held at the Chilton City Hall was called to order at 6:30 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Andrew Deehr, Ron Gruett, Peggy Loose, Joe Schoenborn, and Robbie Seipel were present at roll call. Kathy Schmitzer and Jon Kragh were absent and excused.

Other city officials present were Mayor Tom Reinl, DPW Chris Marx, City Administrator David DeTroye, Police Chief Craig Plehn, Fire Chief Ben Schoenborn, Assistant Fire Chief Nathan Schneider, and Attorney Derek McDermott.

Also in attendance were Kevin Behnke (virtual) with Hawkins & Ash CPA's, Rick Jaeckels, and Betty Schilling. Those in attendance recited the Pledge of Allegiance.

AGENDA: Motion by Schoenborn seconded by Deehr and carried by unanimous voice vote to approve the Common Council Agenda for April 5, 2022, as presented.

New Business:

1. 2021 Audited Financials – Kevin Behnke Hawkins & Ash CPA's - Mr. Behnke walked the Council through 2021 Summary Financial report. Motion by Deehr, seconded by Loose to approve the 2021 audited financials as presented by Kevin Behnke of Hawkins and Ash CPAs. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.

REPORT OF OFFICERS:

Mayor – Tom Reinl –

- Mayor Reinl informed the Council that the first rendering of the proposed fire building was returned to the city and the engineering firm (McMahon) is working to complete floor plans prior to preparing for bid.

CITY ADMINISTRATOR - David DeTroye –

- SC-Swidorski closed on the land for the 102-unit multi-family project today. \$183,775 will be placed in the TID 6 fund. Anticipated groundbreaking May 2, 2022.

DIRECTOR OF PUBLIC WORKS – Chris Marx –

- Irish Road/Geiser Way Street Urbanization and Utility Construction project in TID 6 design is completed and project is out for bid. Bid opening is April 7 at 11 AM. Contract details and Bid documents scheduled to be discussed and voted on April 19th Council meeting.
- Tapco has completed the Traffic Signal maintenance. Cabinet replacement is tentatively scheduled for May or Early June.
- Initial survey and topographic work began on City Hall property. Property pins have been located and existing utility verification is ongoing.
- Most recent water main unscheduled repair was on Friday, March 25. Second failure of the season in the area of W. Calumet St.

Minutes: Motion by Loose, seconded by Deehr and carried by unanimous voice vote to approve the minutes of the council meeting held on March 15, 2022.

Operator Licenses – Motion by Gruett, seconded by Schoenborn and carried by unanimous voice vote to approve the operator license application for Kathleen Lemke, True Woodcock, and Darrell Boll. The applications were approved by the police department.

March 2022 Financial Statements – Motion by Deehr, seconded by Seipel and carried by unanimous voice vote to approve the March 2022 financials as presented.

Payment of Bills: Motion by Gruett, seconded by Deehr to pay all bills.

Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.

Audience Participation: None

New Business:

2. Resolution # 1885 – Calumet County Hazard Mitigation Plan – Emergency Management Director Craig Plehn informed the council that this plan makes the city eligible for federal and state funds in the event of a disaster or emergency. It was of no cost to the city and is utilized county-wide. Motion by Schoenborn, seconded by Loose to approve the Calumet County Hazard Mitigation Plan and wave the reading. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
3. Body Camera Purchase – Chilton PD – Baycom – Chief of Police Plehn informed the council that the department needs the new cameras and has put off the purchase for several budget cycles. The additional cameras will allow for each employee to have their own unit. They are also updated with redaction software. Funds would be taken from the recent governor grant and police reserves. Motion by Loose, seconded by Schoenborn to approve the purchase of police body cameras from Baycom for a total purchase price of \$23,367.00 with funds coming from the governor grant and police reserve fund # 52101-790. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
4. Chilton Athletic Club – Class B - 6-month beer license – Motion by Schoenborn, seconded by Gruett and carried by unanimous voice vote to approve the Chilton Athletic Club – Class B - 6-month beer license.
5. Special Event Permit – Calumet County VFW Post 3153 – Annual Car Show – June 26th Hobart Park – Motion by Loose, seconded by Gruett and carried by unanimous voice vote to approve the Special Event Permit for the Calumet County VFW Post 3153 Annual Car Show June 26th at Hobart Park.
6. Discussion - Hotel/Motel Tax as it leads into RDA approval prior to 4/13/22 meeting & Park & Rec Planning. Administrator DeTroye walked the council through the process of implementing the hotel motel tax which could aid the city in the redevelopment of the park and rec system in the city. The proposal is being discussed at the redevelopment authority meeting next week. The premise of this discussion is to make council aware of the planning that is in place for future funding mechanisms.
7. Approve/Deny – Park Master Planning Proposals – Riverside Park, Nennig Park, & Chilton Plating Property – MSA Professional Services – Fund TBD – Mayor Reinl made comment that we need to keep

the momentum moving forward regarding redevelopment of the park system in the city of Chilton. DPW Marx also commented saying that the former Chilton Plating Site would be a prime position for new Parkland. The quote from MSA would give the city options on the two existing parks as well as the Chilton Plating Site for future Parkland redevelopment and new parkland implementation. The funds for the quote remain undetermined as the city will be meeting with the Redevelopment Authority on Wednesday of next week and will be asking for contributions from the redevelopment authority funds. Second funding source would be non-lapsing fund account # 55201-790 Park account. Motion by Deehr, seconded by Loose to approve \$11,500 payable to MSA Engineering for master planning of Nennig Park, Riverside Park, and the former Chilton Plating Site. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.

8. Approve/Deny – Hours of Operation – City Hall & Police Department - To create better service hours and reduce overtime and the potential for hiring another administrative assistant for City Hall and or the Police Department, Administrator DeTroye asked the council to consider a change of hours for the city hall administrative offices as well as the Police Department offices. Currently the administrative staff switches off starting early and finishes late to accommodate the 9-hour day. It was asked that the council consider closing City Hall early on Friday afternoons to accommodate the change. Effective date for this change would be June 3, 2022. Council member Deehr asked DPW Marx if the change in hours for the public works operators created better work morale. DPW Marx said yes and those operators that did not work a four-day work schedule last year have signed up to do so this year. Council member Loose was also in support. Motion by Loose, seconded by Deehr and carried by unanimous voice vote to approve the change in hours for the City Hall administrative office as well as the Police Department administrative office with an effective date of June 3, 2022.
9. Approve/Deny – Heartland Business Systems proposal – (.gov transition) – Funded by Data Processing NLF Account #51450-821 - This process was started several years back with the interim administrator. It is a necessary change from (.com) to (.gov) to be in compliance with the Wisconsin Elections Commission. This quote from Heartland will facilitate the change for the city of Chilton. The process should be completed in May of 2022. Motion by Deehr, seconded by Schoenborn to approve the quote from Heartland Business Systems for \$4050.00 for the conversion from (.com) to (.gov). utilizing the data processing non-lapsing fund account # 51450-821. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
10. Approve/Deny – Mayoral appointment to Board of Review – Joe Thiel – Motion by Loose, seconded by Schoenborn and carried by unanimous voice vote to approve Joel Thiel to the Board of Review.
11. Approve/Deny – Manhole Repair Project – Sewer Interceptor Line – Utility Expense - DPW Marx received two quotes for the rehabilitation project of the manholes. The only difference in the quotes is that one contractor will allow the city to do the excavating around the manholes and one will not. DPW Marx recommended accepting the quote from Great Lakes TV Seal Inc. for repairs and sealing in the amount of \$16,494. Funds would be taken from the utility fund. Motion by Loose, seconded by Seipel to approve the quote from Great Lakes TV Seal Inc. for the repair and sealing of the manholes in the sewer interceptor line with funds being taken from the utility fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
12. Approve/Deny – South Madison Street Televising Project – Utility Expense - DPW Marx received two quotes for the televising project on Highway G/South Madison from Chestnut St south to city limits. The county intends to overlay this portion of road in 2023 and the city wishes to replace all the old lead laterals in advance of that project. The televising is necessary to assess damaged lines in advance of the reconstruction. Motion by Deehr, seconded by Schoenborn to approve the quote from Speedy Clean Drain and Sewer for \$1665.85 for the televising of the sanitary sewer laterals on Highway G/South Madison with funds being taken from the utility fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
13. Approve/Deny - WWTP – FCAP – (Final Compliance Alternatives Plan) – Strand Associates – Utility Expense - This quote from Strand Associates will assist the City of Chilton with preparing a phosphorus FCAP – (Final Compliance Alternatives Plan) in accordance with the Wisconsin pollution discharge elimination system permit. It is a necessary task as part of the improvements to the wastewater treatment plant. Motion by Loose, seconded by Gruett to approve the quote from Strand Associates for \$11,500 for the phosphorous FCAP – (Final Compliance Alternatives Plan) with funds being taken from the utility fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.

14. Approve/Deny – Annual Sidewalk Repair Program Discussion/Allocation – DPW Marx informed the council that the \$15,000 annual concrete allotment for 2021 and 2022 has been placed onto the Geiser project bid tab. To receive quotes for the two years of concrete repair, a bid is necessary because it is higher than the \$25,000 bid threshold. DPW Marx said this will solve the concrete problem for 2021 and 2022 but it is not a final solution. Marx recommends changing the process and going back to the Public Works Committee for a final recommendation prior to 2023.
15. Approve/Deny – Concrete Repair Expenditure – 113 Court Street – The resident at 113 Court Street has issued a complaint to the city because her driveway approach is too steep. The apron to her driveway is too narrow and causes the car to scrape upon entering the driveway. There has also been a bicycle accident that has occurred because of the grade of the driveway approach. DPW Marx has met with the homeowner, and they have agreed to assist the city in repairing the driveway and slope of the sidewalks and apron which abuts the road. The approximate cost to the city would be between \$12 and \$14 per square foot. DPW Marx said the funds for this project could come from the street repair fund and that this repair is also on the Geiser project bid tab. Motion by Schoenborn, seconded by Deehr to approve the concrete apron and sidewalk repairs at 113 Court Street with funds to be taken from the Street Repair Fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
16. Approve/Deny - Discussion of ARPA fund usage prior to required reporting – Submission approval – Administrator DeTroye asked the council if there was any more input regarding the ARPA funds that were gifted to the city. The deadline for submitting use of the funds is April 30, 2022. If the council has no other input, then the administrator would like to use the funds to purchase two new police squads in 2023 and 2025 as well as a new fire truck in 2025. Mayor Reinl commented saying these purchases of vehicles will help offset the budgets for both departments. Motion by Deehr, seconded by Loose to allow the administrator to submit the proper paperwork to the Department of Administration declaring that the City of Chilton intends to purchase two police squads and one fire truck with ARPA funds.
17. MuniCode Update – Additional Charges for Recodification and Timeline – Administrator DeTroye informed the council that additional time and money will be needed to complete the Municode recodification of city ordinances. A second proof in the amount of \$2000 was approved prior and the additional charges totaled \$7101.50. The city's book of code exceeds the contract by more than 200 pages which results in extra charges and there were also extra charges for legal proofreading. The additional charges would come from the Clerk Reserve account # 51420-790. The process should be complete by July and the new code would need to go to council for adoption. Motion by Loose, seconded by Schoenborn to approve the additional charges of \$7,101.50 for the Municode recodification process with funds to be taken from the Clerks Reserve account # 51420-790. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
18. Discussion/Update of Police Department Staffing – Police Chief Craig Plehn – Chief Plehn gave the council an update of staffing due to a recent retirement as well as an officer out on leave.
19. Motion by Deehr, seconded by Loose and carried by unanimous voice vote to move into closed session under WI Statutes 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
20. Motion by Schoenborn, seconded by Deehr and carried by unanimous voice vote to return to open session -
21. Motion by Deehr, seconded by Schoenborn to extend conditional offers of employment to Alex Engman, and Heather Mielke to fill full-time positions, as well as Fernando Orozco to fill a part-time position. The position for Eggman would be immediate and the position for Mielke would be as soon as possible dependent on her schedule. Orozco is anticipating graduation in May. All positions and employment dependent upon background checks and physicals. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.
22. Motion by Deehr, seconded by Gruett and carried by unanimous voice vote to move into closed session under WI Statutes 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
23. Motion by Loose, seconded by Schoenborn and carried by unanimous voice vote to return to open session –

24. Motion by Loose, seconded by Schoenborn to approve the Real Estate Sales Agreement for the offer to purchase the property at 51W. Washington Street Tax ID # 17265 from Cullen Real Estate LLC for \$100,000.00. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, and Seipel all cast Aye votes. 5 – 0 motion carried.

Communication:

1. March Building Permit Summary was distributed.

Adjournment: Motion by Deehr, seconded by Seipel to adjourn at 8:14 pm.
Unanimous voice vote and carried to approve.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer